

5 June 1952

TO : Assistant Directors and Office Chiefs  
FROM : Comptroller  
SUBJECT: Inventory Report of Matter Bearing the Penalty Indicia

STATINTL 1. In order to comply with the provisions of Section 301, Title III, Public Law 785, 80th Congress, and in accordance with CIA Regulation [ ] (1) thru (4), it is requested that an inventory be taken as of 30 June 1952 indicating the total quantities of each type of penalty indicia material on hand as listed below:

- (1) Envelopes (all sizes)
- (2) Labels
- (3) Wrappers
- (4) Cards
- (5) Tags
- (6) Other articles

2. Supply cabinets and desks of employees under your jurisdiction should be thoroughly checked in order to obtain an accurate count of the above items. The inventory should be forwarded to the Comptroller on or before 5 July 1952.

[ ]

STATINTL

E. R. SAUNDERS

Distribution 2

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No Change in Class.	<input checked="" type="checkbox"/>
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